

INFORMATION PAPER

SUBJECT: Schofield Barracks Community Car Wash Fund Raising Activities

1. Purpose. To inform the Schofield Barracks community of the policies and procedures to obtain a car wash at the Schofield Barracks, Wheeler Army Airfield, or Helemano Military Reservation designated car wash areas.

2. Procedures:

a. Each Family Readiness Group (FRG) and/or Unit at the Company level, is allowed to schedule one car wash each 90 days. Car washes may only be scheduled up to 60 days in advance.

b. A memorandum is required to schedule a car wash.

1) FRG memorandums **should not** be on unit letterhead and do not have to state what funds are to be used for. Requests will be signed by **both** the FRG President **and** Unit Commander or 1SG.

2) Memorandums from the unit **should** be on unit letterhead, should state what the funds are to be used for (funds must be for the benefit of the whole unit) and will be signed by the Unit Commander or 1SG.

3) ALL memorandum requests for Car Washes from a BOSS Program WILL be hand carried to the Installation BOSS Manager prior to submission to the Oahu Base Support Battalion.

c. Dates will **not** be scheduled over the phone, by e-mail, or by fax. The requested car wash date on the memorandum should be left blank and will be "pen & inked" when hand carried to the appropriate OBSB location.

d. Memorandums are to be **hand carried** to the appropriate location in which the car wash is desired. Requests for the Schofield Barracks car wash are not taken prior to 0900 Monday through Friday at the Oahu Base Support Battalion, 2nd Floor, Bldg. 690. Requests are assigned on a first come first serve basis. **However**, if more than one person has arrived at 0900 requesting the same car wash day, a random drawing will take place to determine which unit will be scheduled the car wash for the desired day. Requests for Oahu Base Support Battalion Satellite offices at WAAF and HMR will not be taken prior to 0900 Monday thru Friday.

e. The requesting unit is responsible for keeping the original of the approved request in case there is a conflicting unit scheduled. Each unit will ensure that the original memorandum is at the designated car wash area on the scheduled date of their car wash.

Sherry R. Robinson/655-0497
Released by _____